

REPORTS INVENTORY				CONTROL NO. DDS/OL/SD 40	
PREPARE IN DUPLICATE				6 XXXXXX STAT	
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
Imprest Fund Report (Form 1159 and Form 282)				<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY	
		MEDICAL		<input checked="" type="checkbox"/> FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
2 - Form 1159 4 - Form 282		Monthly		4	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Form		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES GIVE ADP PROCESSING NO. HHB <input type="text"/>	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Office of Director Special Projects		none			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR
GS-7	4.93	4	=	19.72	12 = 236.64
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$236.64					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
Required to account for imprest fund.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				<input type="text"/> OTHER (explain)	
15. DATE OF INVENTORY				16. EXTENSION	
6 October 1970				INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120098-7	